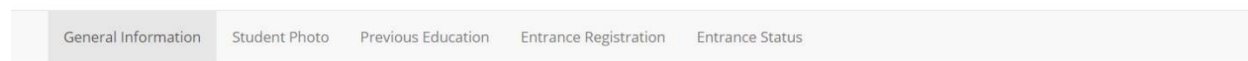


Process to Submit Entrance Registration Form

1. Register to the NOU Entrance Registration System providing necessary details.
2. Check your mail to verify your email.
3. After your email is verified Login to System. You will see five Links as below.



4. Verify your general information at General Information. If it is required to change then fill the form and click **Save**. If your Information are correct then click Student Photo.
5. Select your PP size scanned photo and **upload** it. If your photo is uploaded successfully, then it appears in Student Photo Section.
6. Then click Previous Education Section. Fill up the form by choosing respective **Level**.

Level Code	Level	Program	Board	Institute
Select				
Obtained Type	Full Marks	Obtained(CGPA/Percentage)	Passed Year	Major Subjects
Select				
Save				

Level	Program	Board	Institute	Full Marks	Obtained Marks	Passed Year	Major Subjects	Upload	View	Edit	Delete
+2	Science	HSEB	Arunima	500	60	2068	Math				

Click **Save** button to Save Details. After you Save, Click **Upload** to upload your documents.

- i. Select Character Certificate in **Certificate**.
- ii. Select Transcript/Marksheet in **Marksheet**.
- iii. Select other documents if required in **Other**.

After you select required documents for respected level then click **Upload** button.

Upload File			
Certificate	Marksheet	Other	
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	Upload Cancel

Level	Program	Board	Institute	Full Marks	Obtained Marks	Passed Year	Major Subjects	Upload	View	Edit	Delete
+2	Science	HSEB	Arunima	500	60	2068	Math				

After your upload is successful. Click **View** to verify that your documents are uploaded successfully.

Note:-

- I. Please upload png/jpeg/jpg/pdf file type only (preferred jpeg/png/jpg).
- II. Enter Education Details upto Intermediate/+2 for BBS/LLB.
- III. Enetr Education Details upto Bachelor for MBA/MSDMG/PGD.

IV. If proper Education Details and documents are not uploaded, application form will not be approved.

7. After you have entered Education Details successfully. Then click Entrance Registration, you will get form shown in image below.

Entrance Registration

Academic Info

Academic Year *	Faculty *	Level *
<input type="text" value="2075"/>	<input type="text" value="Faculty of Management and Law"/>	<input type="text" value="Select"/>
Program *	Subject *	Specialization Courses
<input type="text"/>	<input type="text"/>	<input type="text"/>

General Info

First Name *	Middle Name	Last Name *	Nepali Name	DOB(Bs) *	
<input type="text" value="Nabin"/>	<input type="text"/>	<input type="text" value="Ghimire"/>	<input type="text"/>	<input type="text" value="2051-04-06"/>	
Email *	Mobile *	Alternative Mobile	Telephone	Marital Status *	Gender *
<input type="text" value="gnabin01@gmail.com"/>	<input type="text" value="9862200966"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Family Info


Father Name *	Mother Name *	Grand Father Name	Grand Mother Name	Cast Ethnicity *	Religion *
<input type="text" value="Jaya Ram Ghimire"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Address Info

Nationality *	National Identity No			
<input type="text" value="Nepalese"/>	<input type="text"/>			
Permanent Province *	Permanent District *	Permanent Municipality	Ward No *	Tole
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Same Temporary Address				
Temporary Province	Temporary District	Temporary Municipality	Temporary Ward No	Temporary Tole
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fill up all required fields and click **Next** button. If the form is saved successfully you will ask to enter Bank Voucher and Preferred Test Center Location as shown below.

Bank Transaction Details

Deposit Amount *	Bank Voucher No	Branch Name	Bank Voucher Attachment *
<input type="text" value="1200"/>	<input type="text" value="12099090"/>	<input type="text" value="Kathmandu"/>	<input type="button" value="Choose File"/> No file chosen
			
Exam Center	<input type="button" value="Save"/>		
<input type="text" value="Birgunj"/>			

Fill up Deposited Amount, Bank Voucher No, Branch Name, Bank Voucher Attachment and Exam Center Correctly as shown above and click **Save**. **Don't fill up random value in Deposited Amount.** After saved successfully, Click **Registration Status**.

8. In Registration Status,

- I. If your Form status is PENDING. You can **print** your Application Form and **Edit** the form that you have submitted. Be Careful, Don't Edit form until you have done some mistakes.
- II. If Your Form status is VERIFIED. You can print your Admit Card.